



OLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

CT 3112 - PROFESSIONAL SKILLS - COMMUNICATION SKILLS

Effective Presentation skills –Structure of a Presentation

Dr. Natalia Resende

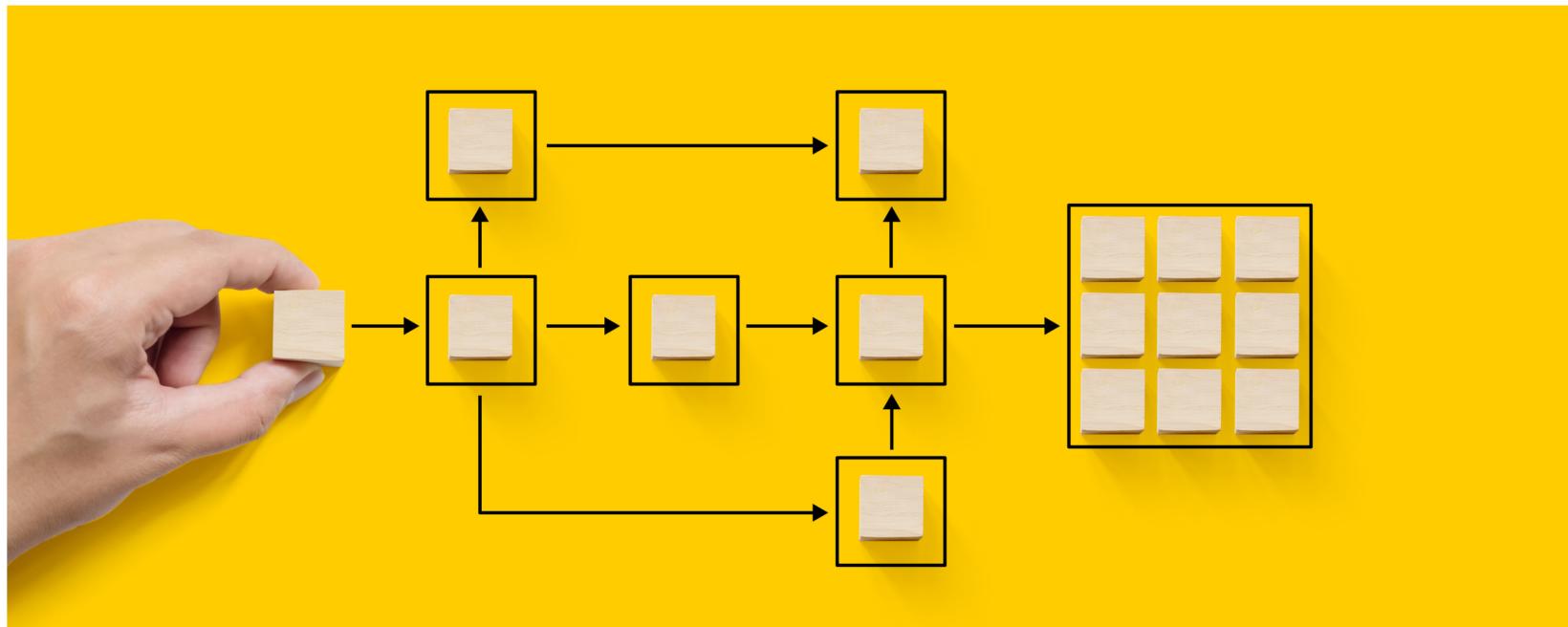
Preparation and Planning



Some tips on how to engage your audience



Elements that should be included in your presentation



Purpose and objectives



OBJECTIVES

1
2
3



Structure



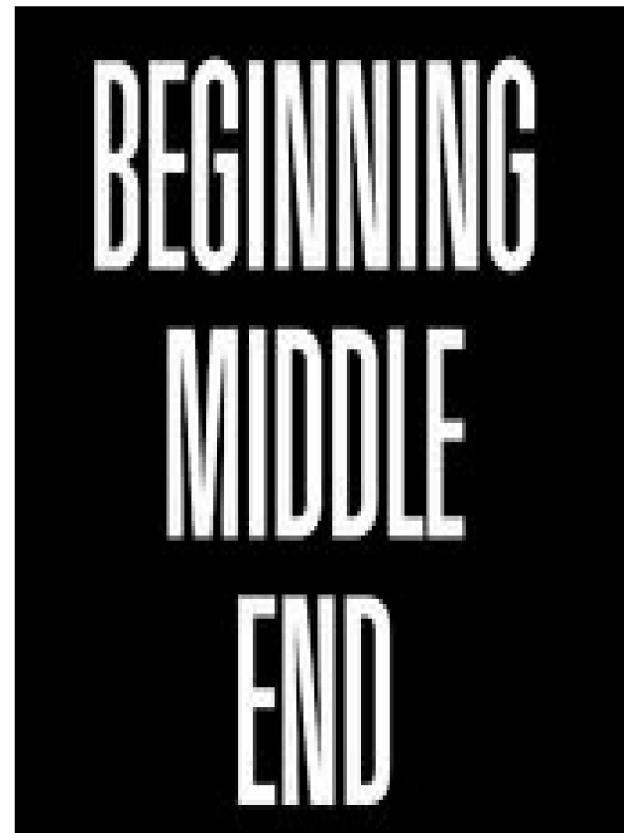


Structure

Beginning
Opening/Introduction

Middle
Main content

End
Summary/Conclusions



Structure – sequence to follow

Write your presentation in this order:

Purpose and objective

Middle –main content

End –Summary, conclusions and recommendations

Beginning –Introduction/opening